

Work Instruction for Shipping Receipt at Processing Facility

IT-0001-W2

Ver. 02.00

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1.0 PURPOSE

This work instruction provides the steps for entering biospecimen shipment receipt information into the systems that support the collection, handling, shipping, and storage of biospecimen data for the caHUB (cancer Human Biobank) program. This work is performed by staff at each associated processing facility to which biospecimens are shipped by participating Biospecimen Source Sites, as described in the caHUB Data Entry Procedure (IT-0001).

2.0 ENVIRONMENTAL HEALTH & SAFETY

Not applicable

3.0 MATERIALS & EQUIPMENT

- 3.1 Computer station with either of the following installed: Windows XP (or higher) or Mac OS X
- 3.2 Internet access
- 3.3 Certified browser (Internet Explorer 7.0, Mozilla Firefox 2.0.0.14, or Mac Safari 3.1)

4.0 PROCEDURE

All of the following instructions require access to the Bio4D system.

4.1 Acknowledgement of Receipt of Biospecimen

The following activities must occur within two business days of the date the biospecimens are received at the biorepository. They must be completed for each received biospecimen collection shipment.

- 4.1.1 Log in to the Bio4D system.
- 4.1.2 Acknowledge receipt of shipment.

4.2 Help Desk Support: If you have questions or technical problems while using the Bio4D application, contact the CBR.